

# UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT

## POSITION VACANCY

**Announcement No.** 06-04R  
**Open:** February 10, 2006  
**Reopened:** May 8, 2006  
**Close:** When Filled

**Position and Salary:** Systems Technology Manager  
\$91,407 to \$139,796  
Depending on qualifications

Previously advertised as Deputy  
Automation & Technology Manager

**Location of Position:** United States Court of Appeals  
For the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

**NOTE:** Anyone who has submitted a resume prior to this revised posting need not apply again. Your current resume is sufficient.

**Brief Description of Duties:** The Systems Technology Manager for the Information Technology Office (ITO) will report to the Information Technology Manager. This position is responsible for the management and support of information technology systems and courtroom technology in all chambers and support offices. The Systems Technology Manager will also be responsible for supervising a professional network team, coordinating training of personnel in use of information technology systems, and integrating all office automation equipment within the court. Acts as alter ego to the Information Technology Manager. This entails full participation in all long- and short-term policy making, as well as the implementation and execution thereof. Acts as the principal advisor to the Information Technology Manager on all aspects of ITO operations. Assists in overseeing the development, deployment, and interrelationship of IT programs and services throughout the court. Provides technical advice on systems management, computer security, staff management and operation and administrative problems arising throughout ITO. In addition, will participate in developing courtroom technology improvement plans for the court and ensuring that changes can be implemented with minimal disruption at the court site.

Duties include but are not limited to implementing policy concerning the development, introduction, and operation of all automated systems in the Federal Circuit, including Microsoft Office products, Excel, Outlook and Access, Adobe Acrobat, Windows XP and non-Windows operating systems. Support a Solaris-based operating system, Windows networking environment, Exchange email, word-processing software (including Word XP, 6.0. WordPerfect 6.0, and later versions). ITO supports mobile Blackberry devices, VPN and web page development and maintenance. Responsible for establishing guidelines for managing systems hardware and software, for assuring proper backup and recovery procedures, for training both technical and non-technical personnel to operate the systems, and for coordinating and integrating all data processing, office automation, and data communication resources within the Federal Circuit. Responsible for the day-to-day administration of the Local Area Network (LANs) and Wide Area Networks (WANS). This includes first line responsibility to judicial and court staff for maintenance and control of storage media; maintenance of a variety of computer files, records, and related documents; tracing sources of problems, errors, or processing failures; participation in trial runs of new or revised applications; documentation of procedures; training; user services; and participation in audits and evaluations. In addition, the deputy assists in setting budget projections for systems equipment, upgrades, and normal operations, maintaining a library of software, including documentation of locally developed material, coordinating projects at the local circuit, and national court levels, and performing other duties as assigned by the Information Technology Manager.

**Knowledge, Skills and Abilities:** Candidates must provide separate narrative statements describing how their experience satisfies each of the knowledge, skills, and abilities factors listed below. Provide specific examples of your qualifications and significant accomplishments for each factor listed.

1. Skill in the areas of active directory, database management systems, and IT infrastructure management.
2. Knowledge of and skills in project management.
3. Ability to supervise an Information Technology staff to perform the operational requirements necessary to function effectively.
4. Skill in oral communications in advising judges and senior staff.
5. Skill in written communications. Ability to communicate in writing in performing supervisory or leader work, and in providing guidance and counsel to judges and senior staff.

**General Experience:** At least three (3) years of general experience in a progressively responsible administrative, technical, professional, or other position which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes; (b) skill in dealing with others in person-to-person work relationships; and (c) the ability to exercise mature judgment.

**Specialized Experience:** At least two (2) years progressively responsible technical experience related to: data processing functions, applications, terminology, and methodology, or experience in court functions, processes, operations and paper flow. Creditable specialized experience would include, but not be limited to, the following types of work: Computer programming, administrative or systems analysis, or related subject-matter field.

**Education Equivalents:** A Bachelor or Masters may be considered in relation to the general experience requirements (with a major in Computer Science or related field preferred. Extensive experience managing high level projects may be substituted for education. MCSE, CCNA and CNP certifications preferred.)

**Time-In-Grade:** For an applicant in the federal service, one year must have been served in the next lower grade.

**Send SF 171, or OF 612 and Resume To:**

Ruth A. Butler  
Administrative Services Office, Room 412  
U.S. Court of Appeals for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer. Applicants must be United States citizens or eligible to work in the United States. This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.

New employees are subject to a background check or investigation or periodic reinvestigations, if applicable, and that retention depends upon a favorable suitability determination.